**Academic Continuity Committee**

**Terms of Reference** *updated May 2020*

**1.0 Purpose**

The purpose of the Committee is to:

1. monitor and be informed of COVID-19;
2. assess the potential impact of COVID-19 on the academic requirements and quality for all programming;
3. proactively determine various actions and policy and pedagogy/practice changes required to maintain academic programming in the context of COVID-19;
4. make recommendations to Senior Management Group as required (this may include, but is not limited to, recommendations regarding methods of delivering the academic curriculum, methods of testing for academic learning, re-defining minimum academic requirements, re-defining valid exemptions from class, etc.).
5. refer operational continuity requirements to the Operational Continuity Committee Chair

|  |
| --- |
| **2.0 Members**  |
| Associate VP, Academic (Chair) | Ross MacKay  |
| Manager, Office of the Provost  | Kristine Chyplyk |
| Dean, Academic and Career Preparation | Jean Maltesen |
| Dean, Arts and Humanities | Marni Stanley |
| Dean, Health and Human Services  | Patricia O’Hagan |
| Dean, International Education | Graham Pike (Interim) |
| Dean, Management | Bryan Webber (Acting) |
| Dean, Science and Technology | Eve Stringham |
| Dean, Social Sciences | Elizabeth Brimacombe |
| Dean, Trades and Applied Technology | Glynis Steen |
| Director, CIEL | Maxwell Stevenson |
| University Librarian  | Ben Hyman |
| AVP, Student Affairs | Irlanda Price |
| Director, Enterprise Risk Management  | Rob Okashimo |
| Registrar | Fred Jacklin |
| Committee Coordination and Action Log | Shannon MacMillan |
| **Subject Matter Experts as Needed** |  |
| Health and Safety | Erin Bascom and Kim Sharpe |
| Communications | Janina Stajic and Alyson Winks |
| Human Resources/Labour Relations | Patricia Elliot or designate |

**3.0 Roles & Responsibilities**

**Chair**

 Conduct meetings in open format

Ensure committee makes timely decisions and, if required, takes appropriate action

Ensure recommendations are brought forward to the Senior Management Group, as necessary

Convey decisions by the Senior Management Group to the committee

**Members**

Attend all scheduled meetings and if necessary send a proxy

Bring expertise to discussions and recommend solutions

Share all communications and information regarding committee undertakings

Take responsibility for assigned actions

**4.0 Procedures**

Meetings shall be scheduled as needed

Members may invite subject matter experts to the meeting, as relevant

An action log will be kept and updated at each meeting.